

LANGUAGES

Simplified Chinese < > English, Japanese & French Intermediary

PROJECT MANAGEMENT EXPERIENCE

Project Coordinator, TransPerfect

Aug. 2018 to Jul. 2019, Beijing

- Managed the entire life-cycle of around 650 projects for over 300 clients from industries including finance, marketing, legal and technology, from en to zh-CN and zh-TW
- Juggled multiple projects and priorities simultaneously in a fast-paced environment, with up to 10 projects per day
- Worked closely with global teams across Sales, Product, Design, Engineering in multiple time zones to meet project parameters, resolve bugs and deliver high-quality outputs
- Responsible for four accounts from financial and technology industries to provide continuous localization services
- Implemented creative solutions on demand to resolve budget or scheduling constraints for clients
- Managed a wide variety of localization file formats, including MS Office, INDD, AI, PUB, VSD, HTML, XML, eLearning
- Experience in various localization methods, including in-country review validation, linguistic QA, image localization, TM maintenance, glossary creation and machine-translation application

Project Manager Intern, Syntes Language Group Ltd.

May 2018 to Aug. 2018, Denver

- Responsible for the life-cycle of localization projects for multiple languages (up to 8), including assessing the source files, crafting projects in XTRF and memoQ, handling vendor queries, updating the existing file system, checking and delivering the final outputs.
- Managed the financial side of production, including preparation of quotes, negotiating vendor rates, handling POs and invoices, tracking project costs and gross margins.
- Performed assigned en > zh-CN translation tasks in memoQ, DTP tasks in InDesign and subtitling tasks in Aegisub
- Special Projects:
 - 1) Find talents to support a project from en-US to multiple rare languages for a local public school
 - 2) collaborated with other co-workers to collect and re-organize the existing vendor database in Excel
 - 3) further developed the internal user manual of translation tools and enriched the existing internal knowledge base

TRANSLATION EDITING EXPERIENCE

Freelance Translator, NetEase YouDao

Apr. 2018 to Dec. 2019, Remote

- Translated over 100,000 words in a timely manner, en < > zh-CN, in fields including finance, legal, marketing and branding, personal and business correspondence documents
- Performed a wide variety of document processing tasks according to different client requirements, including formatting, editing or proofreading

VOLUNTEER EXPERIENCE

Marketing Assistant, Women in Localization

Jan. 2018 to Aug. 2018, Remote

- Developed the official website as a volunteer in the Marketing committee, responsible for the technical maintenance of the Content Management System, WordPress, including activating plugins, updating pages and posts
- Participated in monthly meetings, giving recommendations on marketing strategies with an emphasis on social media

SKILLS

Computer-Assisted Translation Tools: Trados, Wordfast, memoQ, Okapi Framework

Translation Management Tools: WorldServer, Globallink, XTRF

Programming (Beginner-Level): Regex, Javascript, Python, PHP

Database Management Tools: Excel

File Management Tools: Freecommander, FTP

Others: Sigil, MadCap Flare, Website, Software, Game Localization, Basics of Financial Accounting

EDUCATION

Master of Arts, Translation and Localization Management

Anticipated May 2020

Middlebury Institute of International Studies, Monterey, California

Bachelor of Arts, English

Graduated May 2017

Beijing Language and Culture University, Beijing, China

Bachelor of Arts, International Studies

Graduated Jun 2017

Webster University, St. Louis, Missouri